United Nations ST/AI/2013/1/Corr.1

Secretariat

13 June 2013

Administrative instruction

Administration of fixed-term appointments

Corrigendum

1. **Section 4**
Renewal and extension of fixed-term appointments

Paragraph 4.1

For the existing text *substitute*

4.1 Subject to the needs of the Organization, a fixed-term appointment may be renewed for any period up to five years under the conditions described in paragraphs 4.2 and 4.3 below.

Paragraph 4.4

For the existing text *substitute*

4.4 A proposed renewal of appointment shall not create any obligations on behalf of the Organization if it is not accepted by the staff member on a timely basis. The Organization initiates a renewal of appointment by issuing a letter of appointment indicating the new expiration date and change of department, office or duty station, if any. The staff member shall be requested to sign the letter of appointment accepting the new expiration date and conditions of appointment. Failure to sign and return the letter of appointment within 14 calendar days of receipt shall nullify any proposed renewal of appointment, and the staff member's fixed-term appointment shall expire on the expiration date specified in the currently valid letter of appointment.

2. **Section 7**
Expiration of appointment and termination

Paragraph 7.1

For the existing text *substitute*

7.1 A fixed-term appointment expires on the expiration date specified in the letter of appointment.

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Please recycle